

## **BLOOMFIELD TOWN COUNCIL**

### **ADMINISTRATION & EDUCATION SUBCOMMITTEE**

There was a regular meeting of the above referenced subcommittees held on Monday, March 2, 2015 at 6:30 p.m. in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Committee members present were: Councilors Rivers, Hypolite, DeLorenzo, Mayor Schulman and Deputy Mayor Gamble

Also present were: Philip K. Schenck, Town Manager, Sharron Howe, Assistant to the Town Manager and India Rodgers, Clerk of Council

The meeting was called to order at 6:35p.m.

#### **Approval of Minutes**

It was moved by Deputy Mayor Gamble, seconded by Councilor Hypolite to approve the minutes of January 5, 2015.

#### **Old Business**

##### **Town Manager's Goals – Status Update (Council Agenda Item – 14/15:10)**

Mr. Philip K. Schenck, Jr., Town Manager gave a brief status update on the following goals set from August 1, 2014 – July 31, 2015:

#### **Communications**

- The next town newsletter will be issued to all residents in town in March 2015.
- The Town Manager's Office updated and issued the next Annual Report.
- On January 21, 2015, Mr. Philip K. Schenck, Jr., Town Manager and Mr. Steve Huleatt, Director of the Bloomfield-West Hartford Health District participated in BATV – Bloomfield Today Program highlighting pertinent health issues and concerns for the community at large.
- The town is still in the process of revising the town website. The IT Department conducted a cost analysis and compared vendors. The estimated cost to change vendors and training is approximately \$21,500.
- The Bloomfield Citizens Academy is still in the works. The researched budgeted amount to implement this program is approximately \$4,000, which is not included in the proposed FY15/16 budget.

- The Community Relations Office has been researched and reviewed for a baseline analysis. It is estimated that this project would cost approximately \$64,500 to implement, which is not included in the proposed FY15/16 budget.
- The Non-Emergency Town Wide Alarm System - There are three firms that sell this system and further discussion will take place during the FY 15/16 Budget process. The estimated cost is approximately \$14,000, which is not included in the proposed FY15/16 budget.

### **Major Capital Projects**

The Metropolitan District Commission (MDC) approved the final permitting for Phase I Streetscape for Filley Park. The town is in the process of preparing bid documents for issuance in April/May 2015.

The Granby Street project is in the final design phase to replace 2,000 feet of storm drains. The Capital Region Council of Governments (CRCOG) will fund the paving for this project. The town will be responsible for replacing the storm drain.

The final scheduling for the School Building Grant is currently under review. Mr. Bill Guzman, Chief Operating Officer for the Bloomfield Board of Education will resubmit paperwork to the State Department of Education for school reimbursements. Once this process is completed, the audit phase will commence.

Library and Public Works Garage renovations schedule was discussed at the last subcommittee meeting. The cost estimates for the Public Works Garage is approximately \$11,000,000. There is currently \$60,000 in the currently budget for selecting another architectural firm for updated design schematics. In addition, it was noted that there are 4 underground tanks on the site of Public Works that need to be removed in the next year.

### **Economic Development**

Mr. Schenck, Jr. will meet with Mr. Tim LaSalette, Developer with Griffin Land as a part of the Business Visitation Program.

The renewal contract for Goman & York has been included in the FY 15/16 budget.

### **Financial Management**

The OPEB Trust Fund and an update on Debt Service for the town has been completed by the Finance Director.

Mr. William Hogan, Director of Finance is currently working on a Property Disposal procedure for non-real estate property owned by the town.

### **Personnel Management**

The following documents and/or projects are currently being updated for presentation from the Human Resources Department:

Employee Handbook, Summary Pension Plan Document, Affirmative Action Plan, New Employee Orientation Plan.

The Affirmative Action Plan has been completed and is ready for Council review. The current consultant cost analysis of services is approximately \$46,500. There were several workplace diversity initiatives proposed such as the Police Cadet Program. This program is estimated to cost approximately \$74,800, totaling \$121,300 for these two initiatives.

### **Facilities Maintenance**

Mr. Dave Melesko, Mrs. Yvette Huyghue-Pannell, Director of Senior Services, Mrs. Camilla Jones, Director of Social and Youth Services are currently working on a draft of the Facilities Use Policy.

The monthly reports for energy savings with Ameresco will commence in November 2015 after town hall improvements have been made.

### **Administrative Report from the Town Manager**

Mr. Schenck, Jr. reported that he received a call from Edens, developer for Bishops Corner regarding some potential interest in Wintonbury Mall. This contact was referred to Mr. Jose Giner, Director of Planning and Mr. Michael Goman, Economic Development Consultant for follow up.

Mr. Schenck, Jr. also met with CRCOG and representatives from Metro Hartford Alliance on how to align programming for economic development contacts.

Mr. Paul Butler, developer for the Bloomfield Apartments assured the town that he will make a decision regarding financing for this project the near future.

### **FY 2015/2016 Budget**

The FY 2015/2016 budget will have a 2.9% tax increase and a 1.8% budget increase. Most residential properties are paying less in taxes due to revaluation.

The Grand List has declined 1.5%, the real estate portion of the list decreased 6-9%, however the commercial, industrial and apartments increased in taxes

The most significant items that have increased the budget for FY 2015/2016 are:

- \$785,000 – Board of Education Operating Budget
- \$200,000 – MDC
- \$200,000 – OPEB Trust Fund contribution

The town budget increase is approximately 3%. There are 3 ½ positions being proposed in this budget:

- 2 – Police Cadets (full time)
- 1 – BVA Administrator (part time)

It was also noted that the Planning department has requested to hire a Deputy Building Official to assist with blight and zoning enforcement.

The town contributed an allocation of \$1,400,000 to offset the current year budget, FY2014/2015 and \$1,850,000 for next year's budget FY 2015/2016.

The Board of Education has also requested an amount of \$2,100,000 from their Capital Non-Recurring Account for the following projects:

- \$600,000 – Roof Repairs at the BOE Administration Building
- \$1,500,000 – Replacement of High School Athletic Field

The Board currently has \$1,100,000 in the Capital Non-Recurring Account. After July 1, 2015, the town will make the required 1% budget payment, totaling approximately \$1,500,000.

The town recently hired a new Police Officer from the U.S. Coast Guard.

The Department of Public Works has reported an overage in their snow budget allocation. They will need a supplemental allocation to cover overtime expenses of approximately \$150,000.

The Senior Center has received their new hybrid mini bus. There is an issue with the current paint job that is being corrected.

On February 27, 2015, Mr. Schenck, Jr. attended the Men's Breakfast at the Senior Center, which was well attended of 40 persons.

### **Adjournment**

**It was moved by Deputy Mayor Gamble, seconded by Councilor DeLorenzo and voted unanimously to adjourn the meeting at 7:15 p.m.**